

'BERG BUCKS POLICY



I. INTRODUCTION

'Berg Bucks is the ultimate compliment to the campus experience for students, faculty and staff. 'Berg Bucks may be spent at on-campus dining venues, with Muhlenberg Dining catering, in the 'Berg Bookshop and at campus laundry equipment located in major residence halls.

II. LOGISTICS

A. *'BERG BUCKS Account Summary*

'BERG BUCKS accounts are similar to a bank debit account. 'BERG BUCKS can take the place of cash and is a great way to customize meal plans. The account begins with an opening balance and all purchases are deducted from the remaining balance. Monies may be added as needed during the academic year through the [Controller's Office](#). Unlike a bank debit card, cash cannot be withdrawn from an account, against the card. The 'BERG BUCKS account is a convenience for students so they do not need to keep cash on hand for incidental needs on campus or at local participating merchants.

B. *Campus ID Card*

The 'BERG BUCKS account is linked to the Campus ID card. Participants will present their ID card when making purchases and request purchases be charged to their 'Berg Bucks account. The cost of the purchase is deducted from the 'Berg Bucks fund balance.

Please [click here](#) for more information regarding Campus ID Cards.

C. 'BERG BUCKS Account Management

The **'BERG BUCKS** fund balance transfers from year to year and ends at graduation. Students are encouraged to keep a minimal balance (\$50.00) in their **'BERG BUCKS** account. Students may start with a minimum deposit of \$25.00 in the **'BERG BUCKS** account and review the activity to estimate usage. Additional deposits into the account can be made throughout the year. All funds should be used by May 1 of the student's graduation year. After graduation, accounts with remaining **'BERG BUCKS** funds in excess of \$25.00, will be refunded to the student. Accounts with \$25.00 and less will be transferred to the Class Year Fund.

D. Adding Funds to the 'BERG BUCKS Account

Parents, students, faculty or staff may add **'BERG BUCKS** to an account during the course of the year through the [Controller's Office](#). Currently, **'BERG BUCKS** must be purchased with cash or check. To add funds, cardholders may visit the Cashier Window in the lower level of the Haas College Center. Checks made payable to "MC 'BERG BUCKS" can also be mailed to the address below:

Muhlenberg College
Controller's Office – 'Berg Bucks Acct
2400 Chew Street
Allentown, PA 18104
(Please include **'BERG BUCKS**, the student's name and their Berg ID number in the memo)

IV. CONTACT INFORMATION

A. For more information regarding the **'BERG BUCKS** program, please contact us using the information listed below.

For questions related to on-campus dining contact Muhlenberg Dining at: diningcomments@muhlenberg.edu or 484.664.4047

For questions concerning 'Berg Bucks accounts (opening an account, balance information, adding funds, etc.) contact the Controller's Office at: arlevito@muhlenberg.edu, dromig@muhlenberg.edu or 484.664.3150.

For Frequently Asked Questions, please [click here](#).

To visit the '**BERG BUCKS** website, please [click here](#).